PHILIP MORRIS U.S.A.

Inter Office Correspondence

TO: **Business Team** **DATE:** February 6, 1997

FROM: **Jack Nelson**

SUBJECT: **Presentation at Meetings**

I would like to impose a time and focus discipline on all our meeting presentations. Henceforth, all presentations should consist of four slides or overheads:

Slide 1: "Objective/Subject of Presentation"

e.g.: Update on Reliability Testings of Series A Widgets

Slide 2: "Summary of Results"

e.g.: 10 widgets tested for 1000 cycles
5 had no problems
3 failed due to cooler failure
- 1 broken coil @ 20 cycles
- 2 out of bias @ 500 cycles

2 failed due to battery power loss
- less then 20 cycles per charge after 600 cycles

(Note: A graph can be used when appropriate)

Slide 3: "Take-aways"
(i.e., What the group should understand from these results)

Slide 4: "Next Steps"
(i.e., What you are planning to do and when will it be done)

You can prepare additional background slides to answer questions if they come up. Regular updates in set format (e.g., Milestones, Action Registers, etc.) can retain their current format.

Please let me know if you have any questions. Thanks.

Source: https://www.industrydocuments.ucsf.edu/docs/hfvk0001